



## Georgia Oversize Permit Unit QUICK START INSTRUCTIONS

- A. Obtain a User Login Name and Password from the GDOT Oversize Permit Unit by completing an [application form](#). If you haven't already, have your insurance company provide GDOT Oversize Permit Unit with a completed [accord certificate](#).
- B. After you receive the Login and password from the Permit Office, go to the Login Screen.
- C. At the [Login Screen](#), login to the system using User Login Name and Password assigned.
- D. At Working List Results Screen, select "New" under Permit Application.
- E. *Step 1.* Enter payment and account information on the permittee tab. Enter desired starting date of permit. Press Tab key to create permit ending date.
- F. *Step 2.* Enter vehicle and load information on the Loading tab.
- G. *Step 3.* Route Selection.
  1. Enter the complete desired route with origin and destination, all routes (including city and local streets, and the beginning and ending points if required in the "Notes" field as text following the hyphen. Click "Done" button.
  2. Select the "Routing Tab." On the right side of the screen select "Define Trip" using the drop down menu. Select from the three different routing methods (see power points with visuals and examples of each method).
    - a. Click on "Select Trip" to start your routing. Should you desire to use the "Text Description" method, if this were the actual route, the following steps will apply. (Enter all state and/or US routes between Origin and Destination).
    - b. For Example: Start on GA **98**, at the city **Maysville**, Click "next->"
    - c. "Select a line for the following," choose the closest listed local road (Oak Alley), Click "OK"
    - d. Travel on Interstate GA **98** go to Intersection of Interstate **85**, Click "next->"
    - e. Travel on Interstate **85** go to Intersection of Interstate **285**, Then Head **Implied**, click "next->"
    - f. "Select a line for the following," choose the closest mile point (MP Dekalb95.23 – I-85 SW)
    - g. " Travel on Interstate **285** go to Intersection of Interstate **20**, Then Head **Implied**, click "next->"
    - h. "Select a line for the following," choose the closest mile point (MP Fulton 9.87 – I-285W)

- i. Use the down arrow to change the "Go To" button to **End at**, State Boarder of **AL**, "No Offset/ Exit", Click "next->" ( "next->" button will change "Use Trip")
  - j. Click "**Use trip**" button).
  - k. Click on the right side of the screen select "Analyze" to analyze the route.
  - l. In the Analyze Status box select "OK." If route does not have errors, scroll up to click "**Submit**". Click "OK" at the Confirmation Box. If route has errors, click "**Submit**" to send the request to the Permit Office. The staff will determine the best route for you based on complete route in the "Notes" box.
  - m. Click "OK" at bottom of the Evaluation box to continue.
  - n. "Application number" will be assigned which indicates the application submission process has been completed. Click "Ok". Write down Application number that is displayed.
3. Periodically check "Worklist Results" or "Search Screen" (using the assigned application number) to determine the progress status of the application. Look for the latest status event shown.
- a. If that status says "working", the application is in process at the Permit Office and should be returned within the next two hours, on average.
  - b. If the status says "Issued", the fax process should have sent the permit to the fax number within 5 minutes of being issued. If the fax does not arrive, contact the Permit Office at (1-888-570-5428) and request a re-send.
  - c. If the status says "Hold", in black type, the permit is in the routing queue being evaluated and will be issued within the next two hours, on average.
  - d. If the status says "Hold", in red type, please check to see if there are comments in the notes field requesting information from the Permit Office. Read the Comment field and then fix the problem. DO NOT OPEN THE REQUEST AND THEN ABANDON IT. Proceed through all the screens, fix the problems noted, close the Notes field to submit changes back to the Permit Office.